

**CLASSIFICATION SPECIFICATION FOR: ASSISTANT PLAN CHECK ENGINEER**

*Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.*

**POSITION SUMMARY**

Under direction, to perform plan checks of construction plans as required for the issuance of a building permit.

**DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from the engineering classification series in that the scope of the work is primarily directed to construction plan review. It is distinguished from the Plan Check Engineer through education, experience and certification requirements.

**ESSENTIAL FUNCTIONS STATEMENTS** Essential responsibilities and duties may include, but are not limited to, the following:

1. Review construction plans for compliance with Town building design criteria, and State regulations applicable to buildings including fire safety, energy conservation, landscaping and accessibility.
2. Provide assistance to architects, engineers, contractors, trades people, and homeowners regarding applicable codes and building regulations.
3. Approve plans for construction.
4. Design and manage Public Works projects as assigned.
5. Performs related duties and responsibilities as required.

**REQUIRED EDUCATION, EXPERIENCE AND TRAINING** Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Completion of a two year college curriculum with major in engineering, architecture or related field.
- Three years of municipal experience in building inspection, engineering plan checking or closely related activity.

Additional qualifying education may be substituted for up to two years of municipal employment.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Building code, construction plans.

- California State regulations relating to buildings.

Ability to:

- Review building plans and structural calculations.
- Interpret codes.
- Prepare reports.
- Develop and maintain effective relationships with design professionals, homeowners, contractors, and fellow employees.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

### **DESIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Bachelor of Science Degree in Engineering, Architecture or related field.
- Public works experience in project design or management.
- International Conference of Building Officials Certification as Plan Checker, Building Inspector or other related certification.

### **PHYSICAL DEMANDS**

Employees must be able to maintain physical condition necessary for sitting for prolonged periods of time; repetitively use fingers and/or wrists; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties; lift up to 25 pounds, and carry up to 10 pounds. Employees may, on occasion, be required to walk short distances of several yards, walk on graded inclines, or climb stairs.

### **WORK ENVIRONMENT**

Employees work in a computerized office environment, in direct contact with other Town personnel, contractors, and the public, and handle documents, large engineering drawings and plans. Employees also conduct site visits to visually inspect construction projects, roadways and intersections.

**FLSA:** Non-exempt

### **PROPERTY INTEREST:**

This classification is represented by the Town Employees Association.

# # #